

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Ministry of Higher Education

King Fahd University of Petroleum & Minerals  
STUDENT AFFAIRS



وزارة التعليم العالي

جامعة الملك فهد للبترول والمعادن  
شؤون الطلاب

January 6, 2008

**To Whom It May Concern:**

*This is to certify that:*

**Student Name:** Mohammad Adnan Khan  
**KFUPM ID:** 246812  
**Major:** Computer Engineering

is a student at King Fahd University of Petroleum & Minerals (KFUPM). One of the requirements for his graduation is to spend **28-weeks**, Co-operative training at an organization related to his field of study. The training program is to start on **Saturday, February 16, 2008 ( 9 Safar, 1429 H)**.

Accepting the above student to have his Cooperative training at your organization is highly appreciated and will help him to graduate at the proper time. It also shows your concern about the qualified students expected to contribute to the national workforce. If the above student is accepted by you please complete the attached questionnaire and send it back to us by fax or mail as soon as possible.

For any further information, please do not hesitate to contact us and we shall feel free to answer your inquiry.

Thank you for your cooperation.

ABDULRAHMAN S. AL-HASHMI  
DIRECTOR,  
COOP PROGRAM DEPARTMENT





## COOP TRAINING OPPORTUNITY

### Information about the Training Company - معلومات عن جهة التدريب

اسم المؤسسة/الشركة (بالعربية)			
Name of Company (in English):			
Mailing Address:			
العنوان:			
Phone:	هاتف:	Training Supervisor:	اسم المشرف على التدريب:
Fax:	فاكس:	Job Title:	مسمى الوظيفة:
E-mail:			

### Information about the Student - معلومات عن الطالب

Student Name:	اسم الطالب:
Major:	KFUPM ID:
Brief Training Description:	

### Trainee Benefits - مميزات التدريب

Other Benefits:	مميزات أخرى:	Salary per Month:	راتب المتدرب شهريا:
Will Housing Accommodation be provided for the trainee?		Yes	No لا نعم
		هل سيوفر السكن؟	

### Approval of Department at the University ( KFUPM) - موافقة القسم الأكاديمي في الجامعة

Department Stamp		
Name of Coordinator:	Signature:	Date:

### Please complete this form and send to: الرجاء إرسال هذا النموذج بعد تعبئته إلى العنوان التالي:

Assistant Dean for Educational Affairs KFUPM – P.O. Box 5028 Dhahran 31261	وكيل عمادة شؤون الطلاب للشؤون التعليمية جامعة الملك فهد للبترول والمعادن - ص.ب. ٥٠٢٨ الظهران ٣١٢٦١
Phone: (03) 860-2908 or 2956 هاتف:	
Fax: (03) 860-2619 فاكس:	